

JOB DESCRIPTION

MINISTER OF MUSIC/CHURCH ORGANIST

Summary:

As the primary organist and choir director, the Minister of Music serves as a resource to support, foster, and coordinate the worship and spiritual life of the congregation through congregational, choral and instrumental music. As a member of the professional staff, the Minister of Music works with the clergy, staff and volunteers to plan and coordinate worship services and related activities. The Minister of Music will share his/her talents and will also seek out and encourage talent from members of the congregation, including youth, and will think creatively about music programs and activities to enhance the worship experience.

Special note regarding COVID-19: Due to COVID-19, currently Choirs are not meeting and worship attendance is limited. The Minister of Music is responsible for coordinating the music for worship with limited participation until restrictions end.

General Duties:

- Provide organ music and direct choir(s) at morning Sunday services throughout the year
- Provide organ music and musical direction for special services throughout the year (Christmas programs, Christmas Eve, Ash Wednesday, Maundy Thursday, Easter, and Ecumenical Thanksgiving Services in rotation with the participating churches)
- Conduct regular weekly rehearsals for the adult choir September through June
- Serve as organist for weddings, funerals, and memorial services as requested
- Assist with finding substitute direction and musicians when not personally available
- Maintain music library and purchase new music within budget allowances
- Arrange for maintenance of church organ and two (2) pianos on a regular basis and report to Music Committee regarding their condition
- Assist and support the planning of worship services. Attend regular planning meetings with Music Committee and/or ministerial staff
- Assist and guide the young people in the congregation to share and nurture their musical gifts and abilities.

Qualifications:

- Accomplished musician with the ability to play the organ and piano and direct the all volunteer adult choir
- Working knowledge of music copyright and licensing requirements related to church music and live streaming
- Ability and interest in pursuing electronic/music technology opportunities as a way to enhance worship
- Ability and availability to lead musical groups, whether vocal or instrumental
- Ability and availability to utilize and integrate various forms and styles of music in worship services
- Ability to nurture and motivate groups
- Good listening and “people” skills

Specific Duties:**1. Planning for Services**

- a. Select music to coincide with the liturgical calendar and, as much as possible, enhance special services (baptism, confirmation, mother’s day, etc.)
- b. Cooperate with the Pastor with regard to planning of worship services
- c. Set the tone for worship with instrumental/choral or solo pieces on the organ or piano during the prelude, offertory and postlude.
- d. Play the hymns and/or congregational music responses as selected by the Pastor
- e. Provide titles of musical selections for worship to the Pastor no later than Wednesday of each week to be included in the bulletin
- f. Work to ensure that musical selections are reported to licensing companies in a timely manner as needed.
- g. Special Services: Ecumenical Service is usually planned for the Sunday before Thanksgiving. Services are held at the participating churches on a rotating basis. When the service is scheduled at the Gilead Church, the Music Minister will have responsibility for coordinating a combined choir, selecting combined choir music and informing the participating churches of the rehearsal schedules.

2. Choir and Rehearsals

- a. Set the calendar of rehearsals for the adult choir (usually begins the second or third week of September and ends in mid-June)

- b. Select music for the choir to coincide with the liturgical calendar
- c. Plan music and rehearsals enough in advance to allow for adequate choir preparation
- d. Choir music will frequently consist of Introit and Anthem but may also include Offertory or other appropriate place in the worship service.

3. Youth Programs

- a. Plan and promote music programs for children and youth and encourage participation in these programs
- b. Lead or select and oversee a music coordinator for children and youth programs in conjunction with the Sunday School program
- c. Work with and advise Liturgical Dance or any other group with regard to appropriate music
- d. Be willing and available to work with instrumental groups, choral groups or soloists.

4. Maintenance/Supplies/Budget

- a. Oversee the music budget and provide a budget recommendation each fiscal year to the Music Committee and Deacons.
- b. Order new choral music and supplies according to the available budget and submit bills to the church Treasurer for payment.
- c. Organ and piano music purchases are the individual responsibility of the Minister of Music and remain the personal property of the Minister of Music
- d. Arrange for the church organ and piano to be tuned on a regular basis. (Usually before Thanksgiving and Easter)

5. Music Library

- a. Maintain the music in an orderly fashion in the filing cabinets provided in the Music Room
- b. Make recommendations for proper maintenance of the library as needed.

6. Salary/Benefits/Vacation

- a. The position includes five (5) weeks of paid personal time off per year. The Minister of Music should alert the Pastor when they will be away and obtain a substitute musician. The Treasurer should also be alerted in advance to ensure prompt payment of substitutes.

- b. The salary of the Minister of Music will be reviewed annually and an evaluation and review will be conducted every other year by the Music Committee

7. Weddings/Funerals/Memorial Services

- a. The Minister of Music should be available for weddings and funerals and work with the Pastor when these events are scheduled.
- b. When the Minister of Music is not available, the Minister of Music should arrange for a substitute.
- c. The salary for the Minister of Music does not include weddings and funerals. Fees for these services are set by the Minister of Music in consultation with the Pastor.

8. Communication

- a. The Minister of Music will communicate regularly with the Pastor and Music Committee about their work. The Minister of Music is responsible to the Music Committee (which reports to the Board of Deacons) for music program development, planning and management. The Minister of Music reports administratively to the Pastor.
- b. The Music Committee and Pastor will work closely with the Minister of Music to address any opportunities or challenges that the Minister of Music finds.